

Joint Forces Headquarters  
9800 Goethe Road  
Sacramento, CA 95826-9101

California Army National Guard  
Regulation 600-8  
1 June 2004

## PERSONNEL- GENERAL

### Additional Duty Appointments

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OFFICIAL:



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**History.** This regulation supercedes CAL ARNGR 600-8, dated 25 August 1983. It also incorporates Change 1 to CAL ARNGR 600-8, dated 11 October 1989.

**Summary.** This regulation prescribes procedures for announcing additional duty appointments for personnel in the California Army National Guard.

**Applicability.** This regulation applies to all California Army National Guard units.

**Supplementation.** The regulation supplements the primary references enclosed and is designed to consolidate and simplify existing procedures.

**Distribution.** Distribution is Army-A.

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This regulation supercedes CA ARNG 600-8 • dated 25 August 1983.

STATE OF CALIFORNIA  
JOINT FORCES HEADQUARTERS  
9800 GOETHE ROAD  
Sacramento, California 95826-9101

CA ARNG Regulation  
No. 600-8

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Personnel – General  
ADDITIONAL DUTY APPOINTMENTS

SECTION I – GENERAL

1. **PURPOSE.** This regulation prescribes procedures for announcing additional duty appointments for personnel in the California Army National Guard. The regulation supplements the primary references below and is designed to consolidate and simplify existing procedures.

2. **REFERENCES.**

a. AR's

(1) AR 11-27 - 3 Feb 97	Army Energy Program
(2) AR 30-22 – 30 Aug 02	The Army Food Program
(3) AR 190-13 - 30 Sep 93	The Army Physical Security Program
(4) AR 190-51 – 30 Sep 93 (sensitive	Security of Unclassified Army Property and nonsensitive)
(5) AR 200-1 – 21 Feb 97	Environmental Protection and Enhancement
(6) AR 215-1 – 25 Oct 98	Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities
(7) AR 340-21 – 5 Jul 85	The Army Privacy Program
(8) AR 350-1 – 9 Apr 03	Army Training and Education
(9) AR 360-1 – 15 Sep 00	The Army Public Affairs Program
(10) AR 380-5 – 29 Sep 00	Department of the Army Information Security Program

(11) AR 380-40 – 30 Jun 00	Policy for Safeguarding and Controlling Communications Security (COMSEC) Materiel
(12) AR 385-95 – 10 Dec 99	Army Aviation Accident Prevention
(13) AR 530-1 – 3 Mar 95	Operations Security (OPSEC)
(14) AR 600-8 – 1 Oct 89	Military Personnel Management
(15) AR 600-8-3 – 28 Dec 89	Unit Postal Operations
(16) AR 600-8-19 – 20 Jan 04	Enlisted Promotions and Reductions
(17) AR 600-20 – 13 May 02	Army Command Policy
(18) AR 600-38 – 11 Mar 88	The Meal Card Management System
(19) AR 600-85 – 1 Oct 01	Army Substance Abuse Program (ASAP)
(20) AR 600-200 – 1 Aug 03	Enlisted Personnel Management System
(21) AR 608-47 – 20 Oct 03	Army Family Action Plan (AFAP) Program
(22) AR 611-5 – 10 Jun 02 Testing	Army Personnel Selection and Classification
(23) AR 614-100 – 20 Sep 00	Assignments, Details and Transfers-Officers
(24) AR 710-2 – 25 Feb 04	Supply Policy Below the National Level
(25) AR 750-1 – 18 Aug 03	Army Materiel Maintenance Policy
b. FORCOM REG 55-1 – 1 Mar 01	Unit Movement
c. NGR 600-21 – 14 Sep 01	Equal Opportunity Program in the Army National Guard
d. NGR 600-200 – 1 Mar 97	Enlisted Personnel Management
e. NGR 601-2 – 1 Oct 96	Army National Guard Strength Maintenance Program
f. NGR PAM 360-5 – 29 Jun 01	National Guard Public Affairs Guidelines
g. CA ARNGR 230-65 – 10 Aug 82	Unit Funds

3. **FORMS.** CAL ARNG 600-20 will be used to announce and document additional duty assignments.

4. **DEFINITIONS.** An additional duty is an assigned task that requires full time monitor ship and which is performed in addition to the designated principle duty. An additional duty will not usually appear on not support unit TOE or TDA documents. The additional duty tasks will typically not relate directly to the task required to be performed by the individual's principle duty. Examples of additional duties are "Safety Officer", "Unit Fund Member", and "Recruiting Support Officer/NCO". The performance requirements are part-time or periodic and allow the individual to perform all full-time principle duties. Duties which are performed infrequently or to which individuals are detailed for short periods are not considered additional duties. Examples of these limited task assignments are "Staff Duty Officer/NCO" or "Survey Officer".

## SECTION II – PROCEDURES

5. **ANNOUNCEMENT OF ADDITIONAL DUTY.** Additional duty assignments will be made on CAL ARNG Form 600-20. A copy of the form is in the Appendix. The form is printed with the additional duty designation, the organizational level (s) authorized to maintain the additional duty and the reference for the additional duty assignment. The additional duty is assigned by entering the Standard Name Line (SNL: Last name, first name, middle initial, Social Security Account Number, rank and unit of assignment, if CAL ARNG Form 600-20 is not being prepared by the individual assigned the additional duty signs with his/her initials to acknowledge announcement of the assignment. The effective date of the assignment is entered in the column marker "EFF DATE". In the column marked "VICE", the name of the individual who was last assigned the duty prior to the current appointee is entered. CAL ARNG Form 600-20 contains space for listing additional duty assignments which may be required by separate or new directives. All form information should be provided for these additional duty assignments, including the reference. Because of the short duration of the appointment, quality of personnel appointed, or documentation of the appointment, some additional duties will be required to be announced using procedures 9-9, DA Pam 600-8. Use of CAL ARNG Form 600-20 is encouraged to reduce administration; however, it is not required. It is acceptable to complete the form either in pencil, ink, by computer or by the use of a typewriter. If it is completed in pencil, the verification portion on the last page must be completed in ink and then the date changed. It is recommended that it be completed in pencil since this will facilitate changes.

6. **AUTHENTICATION.** Whenever the CAL ARNG Form 600-20 is established or changed, the commander or designee should sign the last page and provide the date signed.

7. **MAINTENANCE OF RECORDS.** CAL ARNG Form 600-20 is both an action document and a historical record. The original copy should be maintained in the organization's Marks files in a separate file titled Military Personnel Reference Paper Files (Additional Duties). Disposition instructions are to destroy the documents when no longer needed. Copies may be posted for information purposes.

# ADDITIONAL DUTY ASSIGNMENTS

UNIT/ ORGANIZATION \_\_\_\_\_

Effective this date the following individuals are appointed to the additional duties specified below. They are to perform these duties until officially relieved or released from appointments.

NAME (SNL)	INITIAL	EFF DATE	VICE	DUTY	LEVEL	REFERENCE
				Unit Prevention Leader (UPL)	Unit	Para 1-26, AR 600-85
				Promotion/ Reduction Selection Board	BN and Higher	NGR 600-200, AR 600-8-19
				Equal Opportunity Council	BN and Higher	NGR 600-21
				Equal Opportunity Advisor	BN and Higher	Para 2-2,NGR 600-21; AR 600- 20
				Equal Opportunity Representative	Unit	Para 2-10,NGR 600-21; AR 600- 20
				Privacy Official Officer	BN and Higher	Para 1-9, AR 340-21
				Consolidated Unit Moral Support Fund Custodian	Unit (as required)	Para 5-6, AR 215-1
				Unit Postal Officer and Alternate	Bn or separate CO/Det unit	Para 2-2, AR 600-8-3

# ADDITIONAL DUTY ASSIGNMENTS

	Mail Orderly	Unit without mail room	Para 2-3, AR 600-8-3
	Recruiting Support Officer/NCO	Unit	NGR 601-2
	Command Security Manager	Unit	Para 1-6, AR 380-5
	Top Secret Security Officer	Unit (as required)	Para 6-21, AR 380-5
	Unit Fund Managers	Unit, with unit fund	Para 5-6, AR 215-1
	Public Relations/ Public Affairs/ Information Rep NCO	Det and above	Para 2-3, AR 360-1; Para 6-5, NGR Pam 360-5
	Unit Retention/ Benefits Advisor NCO	Unit	NGR 601-2
	Environmental Coordination Officer (ECO)	Det and above	Para 1-1, AR 200-1
	Operational Security Officer (OPSEC)	BN and Higher	Para 3-2, AR 530-1
	Test Control Officer	BN and Higher	Para 2-1, AR 611-5

# ADDITIONAL DUTY ASSIGNMENTS

	Alternate Test Control Officer	BN and Higher	Para 2-1, AR 611-5
	NBC Officer	Unit	Para 4-11, AR 350-1
	NBC NCO	Unit	Para 4-11, AR 350-1
	NBC Enlisted Alternate	Unit	Para 4-11, AR 350-1
	Physical Security Officer	Unit and Higher	Para 1-6(E), AR 380-5; Para 1-21, AR 190-13
	COMSEC Custodian	Unit and Higher required)	(as Para 1-4, AR 380-40
	Alternate COMSEC Custodian	Unit and Higher required)	(as Para 1-4, AR 380-40
	Property Book Officer (PBO)	Unit with Property Book	Para 2-5, AR 710-2
	Key/ Lock Custodian	Unit	App. D, AR 190-51
	Alternate Key/ Lock Custodian	Unit	App. D, AR 190-51

# ADDITIONAL DUTY ASSIGNMENTS

	Logistics Readiness Officer	Company and Higher	Para 2-18, AR 750-1
	Logistics Readiness NCO	Company and Higher	Para 2-18, AR 750-1
	Unit Movement Officer (UMO)	BN and Higher	App.K, FORSCOM Reg 55-1
	Alternate Unit Movement Officer (UMO)	BN and Higher	App.K, FORSCOM Reg 55-1
	Unit Loading Teams	Unit (as required)	App. K, FORSCOM Reg 55-1
	Energy Conserveation Committee	BN and Higher	Para1-4, AR 11-27
	Meal Card Control Officer	Unit (as required)	Para 2-6, AR 600-38
	Unit Movement Coordinator (UMC)	STARC	Ch. 4, FORSCOM Reg 55-1
	Maintenance Officer	Unit	Para 3-6, AR 750-1
	Food Service Officer	Unit (as required)	Para 3-19, AR 30-22



# ADDITIONAL DUTY ASSIGNMENTS

	Alternate Food Service Officer	Unit (as required)	Para 3-19, AR 30-22
	Hazardous Cargo Certifier	Unit	App. K, FORSCOM Reg 55-1
	Aviation Safety Officer	Unit with organic aircraft	Para 1-4, AR 385-95; CA NGR 385-95
	Aviation Safety NCO	Unit with organic aircraft	Para 1-4, AR 385-95; CA NGR 385-95
	Aviation Safety Council	Unit with organic aircraft	Para 2-7(D), CA NGR 385-95 change 1
	Enlisted Aviation Safety Council	Unit with organic aircraft	Para 2-7(E), CA NGR 385-95 change 1
	Unit Environmental Compliance Officer	Unit	Para 1-32, AR 200-1
	Army Family Action Plan (AFAP) Program	Bde or Higher	AR 608-47